

DRAFT

**State of Nebraska
Agency Comprehensive Information
Technology Plan
2004**

Due: August 16, 2004

For an electronic version of this form; instructions; and
links to agency IT Plans from 2000 and 2002 go to:
<http://www.nitc.state.ne.us/forms/>

Agency	
Date	

1. Agency Contact Information

Person responsible for Information Technology in the agency:

Name	<input type="text"/>
Phone Number	<input type="text"/>
E-mail	<input type="text"/>

Person to contact for additional information about the agency Comprehensive Information Technology Plan:

Name	<input type="text"/>
Phone Number	<input type="text"/>
E-mail	<input type="text"/>

If **this document** is posted on your agency's Web site, please provide the URL for this document:

<input type="text" value="http://"/>

2. Agency Mission, Goals and Objectives

Describe the mission of the agency. This is a statement of why the agency exists and its fundamental purpose. Describe the primary business goals and objectives for the next five years (or for that timeframe for which they are formally established).

Explain the primary programs or service areas of the agency and whom they impact. This should include primary beneficiaries, partners, and other organizations that have an interest in the agency's activities. Please identify how the organization interacts with these other agencies, local governments, the public, businesses, and other entities. How does the agency promote a customer focus and collaboration with these groups?

Please include the URL, if a fuller explanation of this topic is available on the agency's web site.

3. Current Use of Information Technology

3.A. Existing IT Environment

3.A.1. Applications

Off-the-Shelf Applications

Provide the estimated number of licenses for each of the following applications:

Off-the-Shelf Applications		Number of Licenses (Best estimate, exact number not necessary)	Versions in Use (Optional)
Productivity Suites			
	Microsoft Office Suite		
	Corel WordPerfect Office		
	Other (Specify)		
Internet Browser			
	Microsoft Internet Explorer		
	Netscape / Mozilla		
	Other (Specify)		
Document Viewer			
	Adobe Acrobat		
	Other (Specify)		
Anti-Virus			
	Symantec/Norton		
	McAfee		
	Other (Specify)		
E-mail and Calendaring			
	Microsoft Exchange		
	Lotus Notes		
	Other (Specify)		
Database Management (DBMS)			
IBM DB2 or UDB			
	Client Licenses		
	Server Licenses		
	Mainframe Licenses		
Oracle			
	Client Licenses		
	Server Licenses		
	Mainframe Licenses		
Microsoft SQL Server			
	Client Licenses		

	Server Licenses		
AS/400			
	Licenses		
Other (Specify)			
	Client Licenses		
	Server Licenses		

List any other significant off-the-shelf applications utilized by the agency:

Custom Applications

List any significant custom applications developed for the agency, include information pertaining to the general purpose of the application; platform on which it is running; and development tools used:

3.A.2. Data

Databases

List major databases maintained by the agency and the general purpose of each:

Data Exchange

List the significant electronic data exchanges your agency has with other entities:

3.A.3. Hardware, Operating Systems, and Networks

Hardware

Provide a general description of the elements of the computing environment (mainframe, midrange, PC workstations, etc.).

Desktop Operating System(s)

Operating System	Approximate number of users/licenses
Windows 95, 98, or ME	
Windows NT	
Windows 2000	
Windows XP	
OS/2	

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Linux	
Mac OS	
Other (Specify:)	

Networks - LANs and WANs

Provide a general description of the agency's network environment:

Networks - Server Operating System

Indicate the network operating system(s) utilized (indicate the estimated number workstations for each, if known):

Network Server Operating System	Number of server licenses
Novell Netware	
Windows for Workgroups	
Windows 9x Peer Networks	
Windows NT	
Windows 2000	
Windows 2003	
Unix	
Linux	
AS/400	
OS/2 LAN Server	
Other (Specify:)	

3.A.4. Staffing

General Information

Identify, in general terms, the agency personnel resources currently devoted to supporting the items listed in this section (3.A). This should include both personnel whose job titles and description are clearly related to technology, other personnel whose responsibilities relate significantly to technology support regardless of job title, and contract staffing provided to the agency. Please provide an organizational chart, if available, or describe the organizational structure for managing IT related staff.

NIS Tracking

The Nebraska Information System (NIS) includes the capability of tracking personnel service expenditures for staff who are devoted to information technology activities. Have you designated any business units in NIS that are focused on providing information technology services by using Category Code 7 (UDC 00/07)? Or have you used the Time Card Category Code 4

(UDC 06/04) for employees who may need to have their time recorded as I/T related expense?

3.A.5. Other

Please list any other issues relating to your current IT environment:

3.B. Value

Describe and document the tangible and intangible benefits of the agency's investment in information technology.

3.C. Security

Security Policies

Please answer the following questions regarding your agency's efforts to maintain a secure information technology environment. [The questions refer to the Nebraska Information Technology Commission's Security Policies. These policies are available at <http://www.nitc.state.ne.us/standards/>]

	YES	NO	IN PROGRESS
Has your agency implemented the NITC's Security Policies?			
If your answers to the previous question is NO, has your agency implemented other security policies?			

Agency Contact Information

Please provide contact information for the person responsible for IT security:

Name	
Phone Number	
E-mail	

Narrative

Provide a general description of the agency's efforts to develop and implement a security program:

(NOTE: Agency IT Plans are posted on a state Web server, accessible only from computers on the state network. Agencies have the option of providing security information here, or in the alternative, can submit the information directly to the state CIO and it will not be posted on the Web. Contact Steve Schafer at

slschafe@notes.state.ne.us or 402-471-4385 to submit your security information in an alternative format.)

3.D. Disaster Recovery and Business Continuity Planning

Definitions. For purposes of this document the term, "Disaster Recovery Plan" refers to preparations for restoring information technology systems following a major disruption. The term, "Business Continuity Plan" refers to preparations for restoring the operational functions of the agency. As used here, disaster recovery is a subset of business continuity, because information technology supports the business functions of the agency.

Questions

	YES	NO	IN PROGRESS
Does your agency have a disaster/emergency recovery plan?			
Does your agency perform regular back-ups of important agency data?			
Does your agency maintain off-site storage of back-up data?			

Narrative

Provide a general description of the agency's efforts regarding disaster recovery and business continuity planning:

3.E. Accessibility (Technology Access for Individuals with Disabilities)

[For more information on accessibility, contact Christy Horn at chorn@nebraska.edu]

	YES	NO
Does your agency include the Nebraska Technology Access Clause in contracts for information technology purchases? [See Neb. Rev. Stat. § 73-205. The Technology Access Clause is available at http://www.nitc.state.ne.us/standards/]		
Does your agency have procedures in place to identify the information technology related requirements of users with disabilities?		
Does your agency provide training opportunities for management, procurement, and technical personnel on how to meet the accessibility needs of users with disabilities?		

	YES	NO
Has your agency evaluated its website(s) to ensure accessibility to all persons with disabilities?		
If yes, what tools were used to evaluate accessibility?		
___ http://www.w3.org/WAI/ER/existingtools.html		
___ http://www.vischeck.com/		
___ http://www.henterjoyce.com/fs_downloads/jaws_form.asp		
___ Other (please specify _____)		

4. Future Uses of Information Technology

4.A. Strategies and Future Direction

This section should summarize the agency's strategies and future direction for information technology within the agency. Topics should include:

- A summary of future changes in uses of technology, which the agency plans to implement.
- A description of the agency's hardware replacement program or strategy.
- An overview of the agency's activities that promote collaboration.
- A discussion of factors and risks that will impact the success of the agency's information technology strategy.
- An overview of plans to implement e-government services.
- Your agency's efforts to retain IT staff, if applicable.

4.B. Information Technology Training

Summarize the agency's efforts to address training needs relating to information technology. This should include:

- Training for users of information technology
- Training for IT staff who develop and support the information technology systems
- List areas/topics for which a training need has been identified by the agency.

4.C. Future IT Projects

List significant information technology projects which are expected to be undertaken by the agency during the next two years.

PROJECT	STATUS (start date, etc.)

D R A F T

PROJECT	STATUS (start date, etc.)

4.D. Projects Relating to NITC’s Strategic Initiatives

[This section to be added.]